



DEPARTMENT OF CONSUMER AFFAIRS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF CONSUMER AFFAIRS	RELEASE DATE:	Wednesday, June 9, 2010
POSITION TITLE:	Chief of Licensing - Medical Board of California	FINAL FILING DATE:	Friday, June 25, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	05252010_6

POSITION DESCRIPTION

Under general direction of the Executive Director, Medical Board of California (MBC), the Chief of Licensing is responsible for the management and operations of the MBC's Licensing programs and principal advisor for policy development, planning analysis, and evaluation of the overall operations. Responsibilities include and not limited to:

- Serve as a member of the MBC's Executive staff: attend meetings, provide licensing related information, input on board-wide policy issues and strategic planning.
- Provide direction to the Licensing Program (Licensing Section and Licensing Operations) through four subordinate Staff Services Manager I's (Supervisory), which includes Licensing Support, Program Support Services, Licensing of Physician and Surgeons, Site Inspections, Special Training Programs, Continuing Medical Education, and Consumer Information Units to ensure the proper licensing of physicians and affiliated healing arts professions.
- Through two subordinate managers, plan, organize, and direct the activities of professional, technical, and support staff in the functions of evaluating applications for licensure, auditing continuing medical education, verifying license status, providing appropriate public information, and performing other functions necessary to carry out the Board's policies and directives.
- Assist the Executive Director in administrative and executive action; inform the Executive Director of critical, current, and emerging issues.
- Oversee the implementation of policies and procedures; ensure goals and objectives are consistent with the Board's strategic plan; and monitor to ensure timely completion.
- Prepare correspondence on complex and highly sensitive issues relating to regulatory functions and the Board's mandate of the Licensing Program.
- Attend quarterly Board Meetings and any special meetings called by the Board to provide information and presentations regarding licensing issues.
- Develop and monitor policies and procedures for resource allocation within the Licensing Program (staff hours, monies, processes, etc.) in the best interest of the state, licensees, and healthcare consumers.
- Oversight of the Licensing budget of \$4.3 million.
- Draft and revise rules and regulations pertaining to qualifications for physicians and surgeons, and certain allied health licensure, certification, and examination.
- Serve as the policy and technical advisor to the Board members.
- Serve as the primary link between the Board, public, consumers, and licensees in regards to all issues relating to the licensure of physicians and surgeons and affiliated healing arts professions in the State of California.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a

private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

PROGRAM ANALYSIS SKILLS -- Experience in analyzing complex program issues or problems and developing policies, procedures or specific solutions.

MANAGEMENT SKILLS -- Experience demonstrating the ability to manage a program in State government, including planning, organizing, and directing program operations; experience in strategic planning, policy development, leadership, supervision and management accountability.

COMMUNICATION SKILLS -- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results; demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity.

ORGANIZATIONAL AWARENESS-- The ability to effectively interact with Executive Management, Executive staff, departmental administrators, legislative committees, the public, other State agencies, programs and labor representatives. Knowledge of the State's budget and accounting processes, personnel management and business services; must possess a working knowledge of the legislative process.

TECHNICAL SKILLS -- Practical understanding of the education, examination, enforcement, and licensure operations of the Medical Board of California. Demonstrated knowledge of the operations and regulations related to the Medical Board of California.

ADMINISTRATIVE SKILLS - Knowledge of the activities of a regulatory agency, the Administrative Procedure Act and the Medical Practice Act. Knowledge of the budget process, personnel management, and business services. Must possess working knowledge of the legislative process.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of**

Licensing - Medical Board of California, with the DEPARTMENT OF CONSUMER AFFAIRS. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the Desirable Qualifications and the screening criteria outlined on this bulletin. The Statement of Qualifications may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The State of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. Hiring interviews will be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.

Applicants will be notified of the results in writing. The results of the examination will be used to fill this vacancy and may be used to fill subsequent vacancies in this program up to twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

Application and Statement of Qualifications must be postmarked by June 25, 2010. Interagency mail received after June 25, 2010 will not be accepted. Faxed and emailed applications will not be accepted.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF CONSUMER AFFAIRS, Selection Services Unit
PO Box 980428, West Sacramento, CA 95798-0428
Margo Cooper | 916 574-8305 | margo_cooper@dca.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to

their scores.

The DEPARTMENT OF CONSUMER AFFAIRS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>